



## OUT BOULDER COUNTY

### JOB DESCRIPTION

<b>Title:</b>	<b>Queer and Transgender People of Color (QTPOC) Program Intern</b>
<b>Hours:</b>	<b>5-10 per week (Flexible depending on student needs)</b>
<b>Compensation:</b>	<b>For school credit. Stipend may be available.</b>
<b>Office Locations:</b>	<b>Boulder County</b>
<b>Reports To:</b>	<b>QTPOC Program Coordinator</b>

### Mission

Working independently and in collaboration, we facilitate connection, advocacy, education, research and programs to ensure LGBTQ+ people and communities thrive in Boulder County and beyond.

### Description of the Work

This position, Queer and Trans People of Color (QTPOC) Internship with Out Boulder County (OBC), will be largely focused on supporting programming and advocacy efforts as it relates to the QTPOC community. Additionally, the QTPOC program also provides the greater LGBTQ+ community with culturally relevant and educational programming centered around diverse cultures and racial identities. The work done in this role is meant to provide support and quality of life improvement through community building with an underserved population. Work done in this role will include but is not limited to: assisting in organization of community events, engaging with community members, conducting community outreach through several communication channels, and working closely with other programs at OBC in order to best serve the QTPOC community of Boulder County and beyond.

This position requires a passion and aptitude for community building, strong communication skills, attention to detail, and the ability to respond to many different tasks and situations simultaneously.

### Essential Duties and Responsibilities:

#### Communications & Outreach (40%)

- Assist in creating and disseminating communications meant to reach OBC's QTPOC program's target audience.
- Work in collaboration with QTPOC Program Coordinator and Communications Coordinator to produce high quality communications.
- Ability to learn and execute QTPOC program communication strategies.

### Event Organizing (30%)

- Working directly under the QTPOC Program Coordinator, the QTPOC intern will help with brainstorming, planning, and organizing community events.
- Support in the wide array of tasks involved in organizing community events. Tasks may include but are not limited to: calling businesses and organizations to solicit information, finding and ordering supplies, making trips to stores for supplies, transporting items such as chairs and tables, gathering stationery & other office supplies, etc.
- Support in the set up of events, which may include setting up: chairs, tables, speakers, lights, decorations, food, displays, etc.
- Support tracking data related to events (ie. attendance and expenses)

### Event Facilitation (20%)

- Must be able and willing to attend and work QTPOC Program events
- Ability to be sociable and engage with community members in a positive manner
- Work closely with QTPOC Program Coordinator in hosting events
- Ability to problem solve unexpected situations quickly

### Miscellaneous (10%)

- The nature of community organizing requires a wide range of skills and work . Under the guidance of the QTPOC Program Coordinator, the QTPOC Intern will work to develop competency in areas of their academic and/or professional interest. This can include collaborating with other programs within OBC, planning and organizing an event in an specific interest area, shadowing staff members at OBC, etc.

### **Personal Qualities**

The ideal QTPOC Program Intern will be:

- Committed and enthusiastic about Out Boulder County's mission and programs with knowledge of both LGBTQ+ and BIPOC communities and issues, and are familiar with intersectional social and racial justice theory.
- Someone that identifies as a queer and/or transgender person of color
- Able to speak, write, and understand spanish fluently
- Straightforward and self-assured; one who shares information readily; listens as well, takes feedback, and respects the abilities of others; diplomatic and empathic
- A team player; able to work cohesively with others and perform related tasks effectively
- Healthy interpersonal skills. One who listens well, speaks respectfully and assertively, honors diverse perspectives and is honest
- Motivated and willing to work flexible shifts, including evenings/nights and weekends on occasion.
- Emotionally mature with a sense of humor to maintain balance
- Dedicated to effective self-care and a strong believer in sustainable programming

**Qualifications:** Solid oral and written communication skills and the ability to work cooperatively with staff and others outside of the organization. Having language competency in spoken and

written Spanish is preferred. Be self-directed with the ability to demonstrate tact, diplomacy, and clarity. Knowledge of interlocking systems of oppression and how they impact LGBTQ+ and BIPOC people and communities. Ability to work weekend and evening hours. Must have a valid driver's license and a safe driving record. Must pass a background check.

Out Boulder County is an affirmative action employer. All interested individuals, including people of color, women, persons with disabilities, formerly incarcerated people, and persons who are lesbian, gay, bisexual, transgender, and/or intersex are particularly urged to apply.